

Office of the Special Trustee (OST) Contingency Plan Summary

The contingency plan establishes procedures to ensure that essential functions and activities of OST are able to continue or be re-activated as quickly as possible during a possible government-wide shutdown. The plan would consist of notification of the excepted staff and all other employees and activation at a minimal level when or if the event occurs. Key to this effort would be systems that are vital for conducting fiduciary trust business and providing service to beneficiaries. Associated with this effort are also support from IT, Administration and contractors. The primary objectives are to:

- Protect the safety and well-being of employees and contractors
- Minimize essential functions and the level at which they would be operated
- Ensure continued OST leadership
- Restore operations as quickly as possible

The main tasks are to receive and invest trust income and make authorized disbursements to beneficiaries. To do this, OST needs a minimal level of functionality. Excepted staff would be used to maintain system integrity and operability and ensure interfaces with TAAMS, SEI TFAS and Treasury. Checks would be safeguarded, printed and mailed. Minimal transactions would be approved and call center (TBCC) operated to answer limited beneficiary inquiries. Encoding transactions, Human Resources, safety and security services at OST's Albuquerque facility and if prolonged, limited custodial services would be needed as well.

Other Criteria/Statistics

Total Number of Employees – 674

Total Number of excepted at start – 14 under Category 3 (Does not include law enforcement or healthcare)

And long term –33 (added as facilities manager, property/supplies, admin systems administrator, budget person and call back staff)

Total number funded by mandatory – 0

Carryover - \$6m could be used for normal operations for approximately 12 calendar days or at reduced levels for even longer

Multi-year funding – 0

Estimated half-day to complete shutdown

Number of OST employees available for call back – 19